



SAFETY COMMITTEE MEETING
AUGUST 31, 2017



**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE**

**1966 Olivenhain Road, Encinitas, CA 92024
Tel: (760) 753-6466 • Fax: (760) 753-1578**

Pursuant to AB 3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to the District for immediate consideration.

DATE: AUGUST 31, 2017

TIME: 8:00 A.M.

PLACE: District Office

*Note: Items On The Agenda May Be Taken Out Of Sequential Order As Their
Priority Is Determined By The Committee*

1. Call to Order
2. Roll Call (Board Members)
3. Adoption of Agenda
4. Public Comments
5. Consider Approval of the Minutes of the June 29, 2017 Regular Safety Committee Meeting
6. Consent Calendar

NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

C-a. Consider Approval of the September/October 2017 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)
9. Consider a Report on July and August Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned / Completed
11. Consider Future Agenda Items
12. Closed Session
 - Presentation of the Multi-Hazard Mitigation Plan (MHMP) [Pursuant to Government Code Section 54957(a)]
13. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 29, 2017 REGULAR SAFETY COMMITTEE MEETING**

The Safety Committee will receive a draft copy of the meeting minutes. Following committee approval, the minutes will be posted on the District's website.



Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2017 TRAINING CALENDAR**

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
September/October 2017**

September:

Tailgate Topics; Emergency Evacuation Procedures, Stretching

Defensive Driving

October:

Tailgate Topics; Fire Safety, Hand Tool Safety

Dept. of Homeland Security (DHS) Active Shooter

Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE “SAFETY HAS NO QUITTING TIME” (SHNQT) PROGRAM**

Attached is the current report for the number of injuries; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015, 2016 and 2017.

Clarification of the Incidence Rate (IR) recordable injuries based on the 200,000 hours worked formula for 100 employees was added per the committee at the June 29th meeting.

The Incidence Rate (IR) for OMWD in 2016 will not be available until late 2017.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2017 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2016 was 1.2 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rate (Based on this 3 yr avg of 83 employees)
2013 - 2.4 injuries, 2014 - 1.2 injuries, 2015 - 2.4 injuries, [2016 - 1.2 injuries]

The Safety Has No Quitting Time award is based on a three-year average national incident rate for Water Supply and Irrigation Systems: 2013-2015 - 5.4 injuries

[The 2016 rate will be available late 2017]

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics (www.BLS.gov). The North American Industry Classification System (NAICS) code for OMWD is 22131 - Water Supply and Irrigation Systems.

Last Reportable / Preventable Lost-Time Injury was
May 8, 2006

INJURY AND LOST TIME COUNT AS OF
August 31, 2017

OSHA 300 COUNT RECORDS
RECORD & CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
4133 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2017

NUMBER OF RECORDABLE INJURIES IN 2017 – 1
NUMBER OF LOST DAYS IN 2017 – 0

Year-to-Date 2017 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2017 - \$1,500.75

The amount of any preventable vehicle incident damage (District or public property) must be less than \$10,000.00 inclusive of materials, labor and parts costs when calculated. Staff time is not included

Estimated damages will also count in this total if decided not to repair the vehicle.

(This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year)

TOTAL PREVENTABLE DAMAGES

2015		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #51 DUMP TRUCK DMG	\$68.95	NONE
APR - #40 REPLACE DMGD TAIL LIGHT	\$110.18	
MAY - #64 TRUCK SIDE DR	\$320.04	
JUNE - #52 TRUCK	\$49.77	
JUNE - #51 DUMP TRUCK DMG	\$1,942.52	
TOTAL	\$2,491.46	

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	NONE
MAR - #66 TRUCK BMPR	\$1,961.28	
SEP - #84 DUTY TRUCK	\$2,668.86	
TOTAL	\$6,373.61	

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	
JUNE - #63* REPLACED/PAINTED FRONT BUMPER	\$1,029.17	*Approx \$3,000.00
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	
TOTAL	\$1,500.75	

Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

Staff will be available to answer any questions.

Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of July and August 2017. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities
July/August 2017**

July:

Dept. of Homeland Security (DHS) Security Assessment at Main Yard

Member Area Communication System (MACS) Radio Test

New Employee Safety Orientations (3)

Backhoe Training in Lower Yard

Water Agency Emergency Collaborative (WAEC) Steering Committee

Fire Alarm Inspections

Mine Safety Appliance (MSA) Confined Space Monitors Software Demo

Oroville Dam Emergency Response Presentation

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

August:

OMWD Kid's Day

New Employee Safety Orientations (3)

Open House at the Water Reclamation Facility (WRF)

Employee Boot Day

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation (Hearing Conservation, Alarm System)
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

Attached is the list of action items assigned and current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Note Location in Minutes	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/27/2016	(SHNQT) Revisit the dollar \$ amount for preventable vehicle incident damage annually in October.	7 and 12.a	Joe Mackey	10/26/2017 AGENDA	ANNUALLY	Oct 27, 2016 the committee voted to keep the \$10,000 marker as a cap for preventable damage to District vehicles/property.
6/29/2016	Chemical spill "Awareness Training" has been completed. The "First Responder Training" at both the DCMWTP and the 4S WRF will be completed in 2017.	11.a	Dave Smith Joe Mackey	10/26/2017	ANNUALLY 2017	The "First Responder Training" for chemical spills will be scheduled soon with Industrial Safety Professionals.
06/29/2017	Ms. Wilson will address the Committee regarding the District's critical infrastructure in a Closed Session; Employee training for gun violence/terrorism in the workplace is expected to be provided by Dept. Homeland Security (DHS) at no cost to the District.	10 and 11.b	Joe Mackey	10/26/2017 AGENDA		Homeland Security "Active Shooter" training is a District annual goal for 2017.
06/29/2017	The District processed a purchase order for MSA Altair 5x Confined Space Monitors with Blue Tooth capabilities for use when entering confined spaces.	11.c	Joe Mackey	10/26/17 AGENDA		Once put into practice, a presentation will be made to the Safety Committee and the Board of Directors.
10/27/2016	The language for the indemnity provision for contracts and purchase orders will be generated.	9	Dave Smith	10/26/2017 AGENDA		Following the GM's approval of the appropriate language, the final outcome will be presented to the Safety Committee.
6/29/2017	Now finalized, the San Diego County Multi-Hazard Mitigation Plan (MHMP) will be presented to the Safety Committee.	11.d	Joe Mackey	8/31/2017 AGENDA	COMPLETE	The GM requested that the final MHMP Plan be presented in the Closed Session of the August Safety Committee.
6/29/2017	A Draft 2005 Business Continuity Plan (BCP) will be updated to 2017 business practices.	11.e	Joe Mackey	10/26/2017		A Sub-committee is expected to be formed to work with the outside consultant hired to establish a BCP.
6/29/2017	Fire Alarm system to be tested and patched to allow alarms to be heard from both the Main Bldg and Bldg-J to be verified that all is working.	11.f	Joe Mackey	8/31/2017 Report at Meeting	COMPLETE	A patch will be applied for both buildings to have working fire alarms; once the new District building is complete the fire alarms will work properly.
8/31/2017	Caught Being Safe "CBS" Award (SEE ATTACHED)		Joe Mackey	Report at Meeting		A report of those who have received CBS Award will be provided at every meeting.
8/31/2017	Sub-Committee's Recommendation for 2017 Mid-Year Safety Award		Joe Mackey	8/31/2017 Report at Meeting		Recommendation will be discussed at the August 31 st meeting.



Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER FUTURE AGENDA ITEMS**

This is an opportunity for anyone who may have an item for consideration at a future Safety Committee meeting.



Memo

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION**

The Multi-Hazard Mitigation Plan (MHMP) will be presented in the Closed Session pursuant to Government Code Section 54957(a).

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD OCTOBER 26, 2017

